**Stacy Ross**

 StacyRoss1234@gmail.com  (859) 555-1111  305 University Court  Highland Heights, KY 41099 

**profile**

* + - * Energetic MBA with 10 years of customer service experience.
* Fluent in Italian; comfortable with people of diverse backgrounds.

**Education**

**Northern Kentucky University**  Highland Heights, Kentucky

AACSB accredited university of 16,000 students in the greater Cincinnati area.

**Master of Business Administration**, GPA: 3.97/4.00 August 20XX

**Bachelor of Arts**, History, GPA: 3.45/4.00 May 20XX

* President’s Honor List (4.0 GPA) Fall 20XX – Spring 20XX
* Raymond Smith Scholarship recipient based on high school academics and leadership, August 20XX – May 20XX

**American Institute for Foreign Study** Florence, Italy

Consortium of 20 universities in the United States and 5 European universities.

**Art History Study Abroad** August 20XX-May 20XX

* Completed intensive Italian language coursework and cultural immersion
* Extensive travel in Italy and some travel throughout Western Europe

**Experience**

**Cincinnati Art Museum**  Cincinnati, Ohio

An art museum with more than 60,000 works spanning 6,000 years.

**Graduate Intern** January 20XX-Present

* Lead a team of 3 in transitioning from Excel to Quickbooks for the accounting and payroll for the museum
* Assist Installation Team with several large-scale art installation projects
* Manage $6,500 budget for the third annual “Gala to Raise Monet”
* Create interactive promotion strategy via social media sites

**Mom and Pop’s Restaurant**  Cincinnati, Ohio

Homestyle restaurant focused on a family-friendly atmosphere.

**Trainer** November 20XX-Present

* Perform operations analysis and make recommendations to increase quality and efficiency
* Design and implement current service training program
* Develop a clear and thorough hiring strategy for service staff

**Server** July 20XX-November 20XX

* Ranked “Server of the Year” by peers in 20XX
* Managed high-volume workflow and developed the ability to multitask through years of restaurant experience
* Built rapport and lasting relationships with customers and developed a loyal clientele

**Volunteer Experience**

**Contemporary Arts Center** Cincinnati, Ohio

A non-collecting museum devoted to presenting contemporary art from around the world.

**Volunteer** January 20XX-May 20XX

* Created social media sites for the weekly craft events and upcoming exhibitions